

<b>JOB TITLE:</b>	<b>Market Master</b>
<b>GOAL:</b>	Ensure smooth operation of a Farmer's Market for Fairfax County citizens.
<b>DUTIES:</b>	Manage and evaluate a Farmer's Market held one day per week during the six-month season. Supervise the timely set-up, opening, operation, and closing of the market. On market day, arrive one hour prior to opening time to assist vendors in finding their allotted space. Place signs on the appropriate street locations. Take vendor attendance. Open the market punctually. Assist vendors and customers throughout the market as needed and assure that market is conducted under applicable rules and regulations. Close the market punctually. Collect all signs and assure vendors clean their spaces before they leave. If necessary, forward any written complaints to the Farmer's Market Coordinator.
<b>QUALIFICATIONS:</b>	Ability to work with paid staff in the planning and organization of the market including vendor selection and allocation of spaces. Ability to communicate effectively with a diverse public. Ability to work independently without on-site supervision. Ability to tactfully enforce rules and regulations.
<b>TRAINING:</b>	Volunteers are trained on site by the Farmer's Market Coordinator and are provided with a notebook of instructional materials. The Coordinator checks with the volunteer Market Master through phone calls and market visits and provides appropriate guidance.
<b>COMMITMENT:</b>	Prefer a one-year commitment. Some pre-season organizational meetings are held; otherwise, one morning (usually 7:00a.m. – 1:00 p.m.) per week during market season from May through November.
<b>SUPERVISOR:</b>	Mae Carroll
<b>CONTACT:</b>	Office: (703) 642-0128 Email: <a href="mailto:megan.carroll@fairfaxcounty.gov">megan.carroll@fairfaxcounty.gov</a>



# FAIRFAX COUNTY FARMERS MARKETS VOLUNTEER APPLICATION

■ 4603 Green Spring Road Alexandria, VA 22312 ■ Phone: (703) 642-0128  
■ Fax: (703) 642-8095 ■ [www.fairfaxcounty.gov/parks/farmersmarkets](http://www.fairfaxcounty.gov/parks/farmersmarkets)

## Contact Information

Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Emergency Contact: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

## Areas of Interest (Please check all that apply)

- ☐ Farmers Markets on-site (market manager)
- ☐ Farmers Markets off-site (office support, translation assistance, art/design work)

## Availability

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
(off-site)	(off-site)	(Mt. Vernon/Oak Marr/Wakefield)	(Annandale/ Herndon/Frying Pan)	(McLean/Kingstowne)	(Burke/Reston)	(Lorton)

## Experience

What do you hope to accomplish as a volunteer? \_\_\_\_\_  
\_\_\_\_\_

Do you have any related hobbies or skills? \_\_\_\_\_  
\_\_\_\_\_

Please describe any previous volunteer experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How did you learn about Fairfax County Farmers Markets? \_\_\_\_\_  
\_\_\_\_\_  
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